

CAREER OPPORTUNITY BULLETIN



Date: July 19, 2006

Bulletin # 625 C

This Career Opportunity Bulletin may also be viewed on our website at
www.parks.ca.gov

The Mission of the California Department of Parks and Recreation is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

HOW TO APPLY

For each separate position, please forward a standard state application Std Form 678. Indicate the position and location of the job for which you are applying. Send your application to:

Department of Parks and Recreation

P.O. Box 942896

Sacramento, CA 94296-0001

Attention: Personnel Services Division/Certification Unit

All applications must be postmarked by the final filing date

FINAL FILING DATE FOR JOBS POSTED IN THIS BULLETIN: August 4, 2006

California Relay Service

TDD 1-800-735-2929

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

Career Opportunity Bulletin #625

- **ADMINISTRATIVE OFFICER III – CAPITAL DISTRICT**
- **ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (PERMANENT INTERMITTENT) - CONTRACTS AND ASSET MANAGEMENT SECTION/ HEADQUARTERS/ SACRAMENTO**
- **ENVIRONMENTAL SCIENTIST (PERMANENT INTERMITTENT) – HUNGRY VALLEY DISTRICT**
- **GUIDE I HISTORICAL MONUMENT (PERMANENT INTERMITTENT) - NORTHERN BUTTES DISTRICT/VALLEY SECTOR**
- **MECHANICS HELPER (PERMANENT INTERMITTENT) – NORTH COAST REDWOODS DISTRICT/DISTRICT OFFICE**
- **MUSEUM CURATOR I – CENTRAL VALLEY DISTRICT/CALAVERAS SECTOR/ COLUMBIA STATE HISTORIC PARK**
- **OFFICE ASSISTANT (TYPING) (PERMANENT INTERMITTENT) - CHANNEL COAST DISTRICT/LA PURISIMA MISSION STATE HISTORIC PARK**
- **PARK MAINTENANCE ASSISTANT – CENTRAL VALLEY DISTRICT/CALAVERAS SECTOR/TURLOCK LAKE STATE RECREATION AREA**
- **PARK MAINTENANCE CHIEF I - ORANGE COAST DISTRICT/NORTH SECTOR**
- **PARK MAINTENANCE CHIEF III/PARK MAINTENANCE CHIEF II – COLORADO DESERT DISTRICT**
- **RESTORATION ARCHITECT – OFFICE OF HISTORIC PRESERVATION/ HEADQUARTERS/SACRAMENTO**
- **STAFF SERVICES ANALYST – ADMINISTRATIVE SERVICES DIVISION/BUDGET SECTION/HEADQUARTERS/SACRAMENTO**
- **STATE PARK EQUIPMENT OPERATOR – CENTRAL VALLEY DISTRICT/SAN JOAQUIN SECTOR/MILLERTON LAKE STATE RECREATION AREA**
- **STATE PARK INTERPRETER I – SAN LUIS OBISPO COAST DISTRICT/SAN SIMEON SECTOR**

The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.

- **STATE PARK SUPERINTENDENT II – RUSSIAN RIVER DISTRICT**
- **STATE PARK SUPERINTENDENT II – SANTA CRUZ DISTRICT/HENRY COWELL REDWOODS STATE PARK**

WHO MAY APPLY

This Career Opportunity Bulletin is for **State employees and/or candidates with current civil service list eligibility and who meet this eligibility by the established final filing date.** Anyone eligible for a transfer, change in class, list appointment, training and development assignment, or reinstatement may be considered according to guidelines outlined in DAM 210.311-314

Only the most qualified candidates will be selected for an interview
And all appointments are subject to SROA provisions.

(For those classes in Units 10,14,15, and 21, this bulletin does not constitute the transfer process contained in the agreements with the State.)

UNIT 7 (CAUSE): Positions for voluntary geographic transfers will be filled in accordance With Article 16, section 16.9 of the Unit 7 collective bargaining agreement.

Unit 12 (International Union of Operating Engineers – IUOE)
Positions for voluntary geographic transfers will be filled in accordance with Article 17, sections 17.1-17.7 of the unit 12 collective bargaining agreement.

Unit 13 (International Union of Operating Engineers – IUOE)
Positions for voluntary geographic transfers will be filled in accordance with Article 14.1 Of the unit 13 collective bargaining agreement.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

ADMINISTRATIVE OFFICER III (\$4746-\$5726) – CAPITAL DISTRICT

The reporting location for this position is the Capital District Administrative Office in Old Sacramento. This position will work under the direction of the Capital District Superintendent. The incumbent will be a member of the District management team, and will be responsible for all components of the Capital District Administrative Services Office. Responsibilities will include personnel, budgeting, accounting, contracts, concessions, management analysis and training. **State housing is not available.** For further information regarding this position, please contact Cathy Taylor at (916) 324-7815 or ctaylor@parks.ca.gov.

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (PERMANENT INTERMITTENT) (\$23.72 - \$28.83/HOUR) – CONTRACTS AND ASSET MANAGEMENT SECTION/ HEADQUARTERS/SACRAMENTO

The reporting location for this position is at Headquarters in Sacramento. This position will work under the direction of the Contracts and Asset Management Section Manager. The incumbent will be responsible for providing wireless and landline telecommunications service for Headquarters and surrounding offices. As a member of the Telecommunications Team, the incumbent will work with other staff in ensuring that the highest level of customer service is attained. Strong organizational skills, managing multiple priorities, the ability to work under short deadlines, excellent computer skills, and attention to detail are highly desirable qualities. This position may work up to 1500 hours per year. **State housing is not available.** For further information regarding this position, please contact Gayle Bohlmann at (916) 653-7377.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

ENVIRONMENTAL SCIENTIST (PERMANENT INTERMITTENT) (\$16.59 - \$30.79/HOUR) – HUNGRY VALLEY DISTRICT

The reporting location for this position is Hungry Valley State Vehicular Recreation Area, a 20,000-acre recreation unit that is surrounded by the vast Los Padres and Angeles National Forests. This position will work under the direction of the District Superintendent. The incumbent will be responsible for natural and cultural resource protection including: habitat monitoring, erosion control, restoration of natural areas, exotic species control, and native species protection. Desirable qualifications include strong verbal and writing skills, experience with use of technology in the field of data collection and resource management, use of GPS/GIS tools and software, a solid understanding in the application of CEQA, as well as being a dependable team player who is self-directed and enthusiastic about becoming an integral member of a small resource staff. The operation of four-wheel drive and all-terrain vehicles is required. Training will be provided. This position may work up to 1500 hours per year. **State housing is not available.** For further information regarding this position, please contact Kim Matthews at (661) 248-7017.

GUIDE I HISTORICAL MONUMENT (PERMANENT INTERMITTENT) (\$15.79 - \$19.19/HOUR) – NORTHERN BUTTES DISTRICT/VALLEY SECTOR

The reporting location for this position is Bidwell Mansion State Historic Park, located in Chico. This position will work under the direction of the Valley Sector Superintendent. Listed on the National Registry of Historic Monuments, this 10,000 square foot victorian house museum and adjacent grounds is a prominent destination for Northern California park visitors. The incumbent will give interpretive tours year-round to local schools, and throughout the community. This position will also act as lead person for seasonal Guide Trainees, and will plan and evaluate interpretive programs. A considerable amount of standing, walking, and climbing stairs is necessary in the performance of this position. This position may work up to 1500 hours per year. **State housing is not available.** For further information regarding this position, please contact Michael Fehling at (530) 895-4304 or mfehl@parks.ca.gov.

MECHANICS HELPER (PERMANENT INTERMITTENT) (\$15.12-\$16.45/HOUR) – NORTH COAST REDWOODS DISTRICT/DISTRICT OFFICE

The reporting location for this position is the North Coast Redwoods District Office at Fort Humboldt Historic Park in Eureka. This position will work under the direction of the District Heavy Equipment Mechanic. The incumbent will be required to accompany the Heavy Equipment Mechanic within the District to assist onsite repairs and service to fleet vehicles. Under direct supervision, the incumbent will perform repairs and maintenance on light duty automotive equipment including oil changes, tire changes, radiator maintenance, fuel and air filter servicing. The North Coast Redwoods District includes the beautiful historic redwood parks from the Mendocino County line to the Oregon boarder. **A valid class “C” California driver’s license is required. State housing may be available.** For further information regarding this position, please contact Doug Correia at (707) 445-6547 ext. 17 or dcorr@parks.ca.gov.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

MUSEUM CURATOR I (\$3268 - \$3926) – CENTRAL VALLEY DISTRICT/CALAVERAS SECTOR/COLUMBIA STATE HISTORIC PARK

The reporting location for this position is the Columbia State Historic Park, located in Columbia. This position will work under the direction of the Supervising State Ranger. The old town of Columbia became a State Park in 1945, and the first Museum opened in 1948. Over the years the Park Collections have grown, and today consist of over 15,000 objects relating to the gold rush and the town history. The incumbent will be responsible for the everyday maintenance of the collections and exhibits, working with people of the town, as well as an active group of volunteers, and a motivated park staff. The incumbent will also be responsible for working with a team of staff and volunteers to create and update exhibits, assist researchers in accessing collections, and upgrading the museum cataloging processes. The incumbent should be familiar with TMS or museum collections databases; be familiar with current collections standards relating to textiles, books, furnishings and other objects; and should have previous experience working diplomatically with others from diverse disciplines. The incumbent will also be responsible for completing annual Museum Collections Facilities assessments, and providing curatorial guidance for staff at other park units in the Sector. **State housing is not available.** For further information, please contact Kim Baker at (209) 588-8905 or kbaker@parks.ca.gov

OFFICE ASSISTANT (TYPING) (PERMANENT INTERMITTENT) (\$11.56 - \$15.24) – CHANNEL COAST DISTRICT/LA PURISIMA MISSION STATE HISTORIC PARK

The reporting location for this position is the La Purisima Mission State Historic Park, located in Lompoc. This position will work under the direction of the Supervising State Park Ranger. The incumbent will be responsible for a variety of general office duties including typing, filing, completing monthly and annual reports, and preparing, posting and maintaining various fiscal reports and accounting ledgers. This position will act as office receptionist, answering phones, processing and performing accounting duties including preparation of deposits and Reports of Collections, and interfacing with district office personnel. This position may work up to 1500 hours per year. **State housing is not available.** For further information regarding this position, please contact Theresa Armas at (805) 733-7776.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

**PARK MAINTENANCE ASSISTANT (\$2511 - \$2737) – CENTRAL VALLEY DISTRICT/
CALAVERAS SECTOR/TURLOCK LAKE STATE RECREATION AREA**

The reporting location for this position is Turlock Lake State Recreation Area, located in La Grange. The incumbent will be responsible for assisting with the Maximo facilities maintenance program, housekeeping program, litter removal, and may act as a crew leader for seasonal staff, volunteers, non-departmental work crews, and grounds keeping throughout the sector which includes, Turlock State Recreation Area, Caswell Memorial State Park, and Bethany Reservoir State Recreation Area. The incumbent should be familiar with building repairs, equipment maintenance, grounds keeping techniques, and willing to work independently is desirable. The incumbent's work schedule will be Thursday through Monday from 7:00 a.m. to 3:30 p.m. **State housing is not available.** For further information, please contact John Lundquist at (209) 536-2918.

**PARK MAINTENANCE CHIEF I (\$3837 - \$4626) – ORANGE COAST DISTRICT/NORTH
SECTOR**

The reporting location for this position is the North Sector Headquarters, located at Bolsa Chica State Beach. This position will work under the direction of the Sector Superintendent. The incumbent will supervise the overall maintenance operations of the Sector, which is comprised of Huntington State Beach and Bolsa Chica State Beach. The incumbent will assist in developing the Sector's maintenance budget, facilitate the purchase of new and replacement equipment; will manage maintenance seasonal funds, hire and separate seasonal staff, and will ensure proper training and safety procedures for all Sector maintenance employees. The incumbent will be responsible for ensuring all facilities and equipment is kept operable/safe and will comply with all CAMPS requirements documenting facility maintenance. This position will serve as a member of the District's core staff and will work in concert with the Environmental Scientist and Accessibility Coordinator. **State housing is not available.** For further information, please contact Joseph Milligan at (714) 377-2187.

**PARK MAINTENANCE CHIEF III (\$4634 - \$5594) /PARK MAINTENANCE CHIEF II (\$4211 -
\$5085)– COLORADO DESERT DISTRICT**

The reporting location for this position is the Colorado Desert District Headquarters Office, located in Borrego Springs. This position will work under the direction of the District Superintendent. Duties will include preparation and coordination of the district facility maintenance and equipment budgets. The incumbent will provide assistance to the Sector's (Anza-Borrego, Salton Sea, and Montane) in all aspects of technical service functions. The incumbent will coordinate California Conservation Corps crews, resource projects, and oversees heavy equipment work; and will supervise the District's property and equipment management programs. This position will provide leadership in the illness and injury prevention program and safety inspections for the District facilities. **State housing is not available.** This position may be downgraded for recruitment purposes. For further information regarding this position, please contact Mike Wells at (760) 767-4037.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

**RESTORATION ARCHITECT (\$5633 - \$6844) – OFFICE OF HISTORIC PRESERVATION/
HEADQUARTERS/SACRAMENTO**

The reporting location for this position is at Headquarters in Sacramento. This position will work under the direction of the Senior Restoration Architect. The incumbent will be responsible for state-wide review of federal Historic Tax Incentives Program projects, and will provide professional architectural support for federal and state mandated programs including Section 106 of the National Historic Preservation Act, and State requirements under Sections 5024, 5024.5, and 5028 of the California Public Resources Code, CEQA, and Governor's Executive Order W-26-92. Responsibilities include participation in the inspection and evaluation of proposed rehabilitation projects and providing technical assistance on plans and specifications for historic projects. The incumbent should have detailed knowledge of the rehabilitation, preservation, restoration, and adaptive reuse of historic resources; the Secretary of the Interior's Standards for the Treatment of Historic Properties; ADA, and research techniques, building codes, construction costs, and structural and systems engineering as they relate to historic buildings. The incumbent should have the ability to analyze problems and make professional judgments, work within established schedules, and have good public presentation skills. Some travel may be required. **State housing is not available.** For further information regarding this position, please contact Tim Brandt at (916) 653-6624 or tbrandt@arks.ca.gov.

**STAFF SERVICES ANALYST (\$2632 – \$4155) – ADMINISTRATIVE SERVICES DIVISION/
BUDGET SECTION/HEADQUARTERS/SACRAMENTO**

The reporting location for this position is at Headquarters in Sacramento. This position will work under the direction of the Staff Services Manager I. This position requires excellent organizational skills and the ability to develop innovative ways of accomplishing goals. The incumbent will assist in the development, preparation, administration, maintenance, and review and control of the Department's support budget. The primary focus of this position will be budgetary review and analysis of the Department's reimbursements and state operations budget, however, the incumbent may also be assigned workload or projects in other areas as needed. Knowledge of State financial and budget processes and Microsoft Excel is desirable. Excellent analytical, verbal and written communication skills are highly desirable, along with the ability to successfully interact with staff at all organizational levels. Some travel to field offices may be required. **State housing is not available.** For further information regarding this position, please contact Jason Summers at (916) 653-2154 or jsummers@parks.ca.gov.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

**STATE PARK EQUIPMENT OPERATOR (\$3650 – \$4002) – CENTRAL VALLEY
DISTRICT/SAN JOAQUIN SECTOR/MILLERTON LAKE STATE RECREATION AREA**

The reporting location for this position is Millerton Lake State Recreation Area, located in the foothills northeast of Fresno on the San Joaquin River in Friant. This position will work under the direction of the Park Maintenance Chief. This position offers outdoor recreational opportunities and a variety of heavy or complex motorized maintenance and construction equipment, and other power equipment used in the State Park System for grounds, aquatics, and facility maintenance. The incumbent may also transport and/or operate equipment in other units or districts as required. **A State trailer pad is available.** For further information regarding this position, please contact Al Orozco at (559) 822-2332 or Dan Griggs at (209) 536-5938.

**STATE PARK INTERPRETER I (\$3266 – \$3969) – SAN LUIS OBISPO COAST
DISTRICT/SAN SIMEON SECTOR**

The reporting location for this position is the Supervising Ranger's Office at the Visitor Center of San Simeon. This position will work under the direction of the Sector Superintendent. The incumbent will be responsible for the Phase I development, implementation, monitoring, and evaluation of comprehensive interpretive program for the Hearst Conservation Easement acquisition. This plan shall consist of the interpretation of a large population of Elephant Seals, coastal terrain, Monterey Bay Marine Sanctuary, local history, Native American populations of the area, and the native flora and fauna. This position will coordinate educational programs for visiting school groups, and will be responsible for developing a series of interpretive panels and displays, interpretive brochures, and informational packets. The incumbent will also coordinate with Bureau of Land Management of Monterey Bay Marine Sanctuary, and the Friends of the Elephant Seals. **State housing is not available.** For further information regarding this position, please contact Ed Redig at (805) 927-2025.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.

STATE PARK SUPERINTENDENT II (\$4774 – \$5758) – RUSSIAN RIVER DISTRICT

The reporting location for this position is the District office located at Russian River District. This position will work under the direction of the District Superintendent. This position will be responsible for the management and supervision of Salt Point State Park, Kruse Rhododendron State Reserve, the Bufano Peace Statue, Fort Ross State Historic Park, Sonoma Coast State Beach, Armstrong Redwoods State Reserve and Austin Creek State Recreation Area. The incumbent will require a solid foundation in all aspects of a sector operation which will include: interpretation, resource management, law enforcement, aquatics, administration, and technical services. **State housing may be available.** For further information regarding this position, please contact Todd Thames at (707) 865-2391 or Rick Royer at (707) 865-3138.

STATE PARK SUPERINTENDENT II (\$4774 - \$5758) – SANTA CRUZ DISTRICT/HENRY COWELL REDWOODS STATE PARK

The reporting location for this position is the Public Safety Office, located at Henry Cowell Redwoods State Park in Felton. This position will work under the direction of the District Superintendent. The Santa Cruz District administers a large and complex Public Safety program that offers many opportunities and challenges. This position will be responsible for the overall coordination of public safety matters including mandated Departmental Peace Officer and POST training requirements, records management, evidence procedures, public safety telecommunications, policy development, legal issues, and specialized programs. The incumbent will act as the coordinator with other Public Safety Agencies in all matters relating to Public Safety on a local, regional, and statewide basis. Desirable qualities include the ability to manage and coordinate complex and diverse program, outstanding interpersonal skills, and a solid background in public safety issues. **State housing is not available.** For further information regarding this position, please contact David Vincent at (831) 335-6318 or dvinc@parks.ca.gov.

******* EXAMINATIONS *******

The Department of Parks and Recreation has scheduled the following examinations.
Standard State applications (STD. 678) may be sent to:

Department of Parks and Recreation
Personnel Office
ATTENTION: EXAM UNIT
P.O. Box 942896
Sacramento, CA 94296-0001

<u>CLASS</u>	<u>FINAL FILING DATE</u>	<u>EXAM BASE</u>
Accounting Technician	Continuous Filing	Promotional/Spot Sacramento
Associate Architect	July 28, 2006	Open
Associate Civil Engineer	July 21, 2006	Open
Communications Operator	Continuous Filing	Open
State Park Cadet (Lifeguard)	Continuous Filing	Open
State Park Ranger Cadet	Continuous Filing	Open
Water and Sewage Plant Supervisor	Continuous Filing	Open